

Academic & Behavioral Specialist

Purpose Statement

The job of Academic & Behavioral Specialist is done for the purpose/s of providing support to the instructional program with specific responsibilities and goals to affect positive behavioral changes in students through implementation of interventions, resources, and behavioral teaching, as a means to increase student social emotional learning and academic success.

This job reports to Principal

Essential Functions

- Advocates for district students for the purpose of providing support and access to district and local resources based on student needs.
- Assists in scheduling and supervising assigned student activities and programs outside school hours (e.g. parent nights, parent teacher conferences, assemblies, etc.) for the purpose of maintaining a safe and orderly environment.
- Assists in monitoring and supervising school facilities for the purpose of maintaining a safe school environment for students, staff, and patrons and the efficiency of school operations.
- Collaborates with administrator and building leadership team and serves on committees for the purpose of gathering and sharing information, building strong relationships, and supporting the mission and vision of the district.
- Communicates with students, staff, and parents (e.g. district social emotional learning programs and resources, community resources, district policies and regulations, district mission and vision, etc.) for the purpose of providing information and ensuring compliance with district, state, and federal regulations.
- Implements a system of support (e.g. social emotional learning, multi-tiered system of support, etc.) for the purpose of monitoring the learning of all students identified as being below proficient.
- Maintains high visibility at the school site for the purpose of building familiarity, trust, and relationships with students and staff.
- Manages and mediates student behavioral issues or conflicts at the school site for the purpose of reinforcing behavioral expectations of students, discipline consequences, behavior modification, and ensuring a safe and positive learning environment for all students.
- Models effective teaching methods and classroom management techniques for the purpose of supporting educator mentorship and professional growth.
- Participates in meetings, committees, and professional development for the purpose of gathering information and/or conveying information required to perform job functions.
- Reports issues or incidents to authorities as necessary (e.g. truancy, fights, suspected abuse, suspected substance abuse, suspicious activity, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment, and adhering to state and district policies.
- Serves as a liaison for staff, students, and parents between local and state mental health and behavioral resources for the purpose of supporting the individual plans of students.

- Supports diversity for the purpose of providing equal opportunities for all students.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws;.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; establishing effective relationships; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 45% sitting, 30% walking, 25% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education (Minimum): Bachelors degree in job-related area with an emphasis in Education.

Education (Preferred): Masters degree in education preferred; successful candidate must apply for and complete administrator masters program to obtain appropriate principal endorsement

Required Testing

None Specified

Certificates and Licenses

Current Wyoming teacher certification
Driver's License & Evidence of Insurability

Continuing Educ. / Training

Continued Professional Growth
Maintains PTSB Cert. (5 credit hrs/ 5 year renewal period)

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

Exempt

2/14/2023

Revised Date